



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ISO-RS22-1
Baseline
February 15, 2000

ORGANIZATIONAL WORK INSTRUCTION

Office of the Chief Financial Officer

RS22

GENERAL LEDGER PROCESS

Approving
Authority:

NAME
<original signed by>

TITLE

ORG

DATE

David K. Bates

CFO

RS01

2/15/00

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		2/15/00	

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1. SCOPE

1.1 Scope. This Organizational Work Instruction (OWI) is applicable to the Accounting Analysis Reports & Property Office within the Office of the Chief Financial Officer (CFO).

1.2 Purpose. The purpose of this OWI is to establish the detailed procedure that will be used to summarize and report the MSFC General Ledger data to NASA Headquarters.

1.3 Applicability. This OWI applies to personnel within the Accounting Operations Office who are responsible for summarizing and reporting General Ledger data.

2. APPLICABLE DOCUMENTS

NASA FMM 9220 General Ledger Accounting

NPG 1441.1C Records Retention Schedules

3. DEFINITIONS

None.

4. INSTRUCTIONS

The detailed procedure for performing the audit liaison function is outlined in the Attachment.

5. NOTES

None.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

7. APPENDICES, DATA, REPORTS, AND FORMS

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None.

8. QUALITY RECORDS

The MSFC financial statements and the General Ledger reports generated by the Marshall Accounting and Resources Tracking System (MARTS) are the quality records resulting from this process. They are retained 6 years and 3 months after close of the fiscal year being reported, in accordance with NPG 1441.1C, Schedule 9, Uniform File Index (UFI) # 9220. The records custodian is the Team Lead, Accounting Analysis Reports & Property Office.

9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

None.

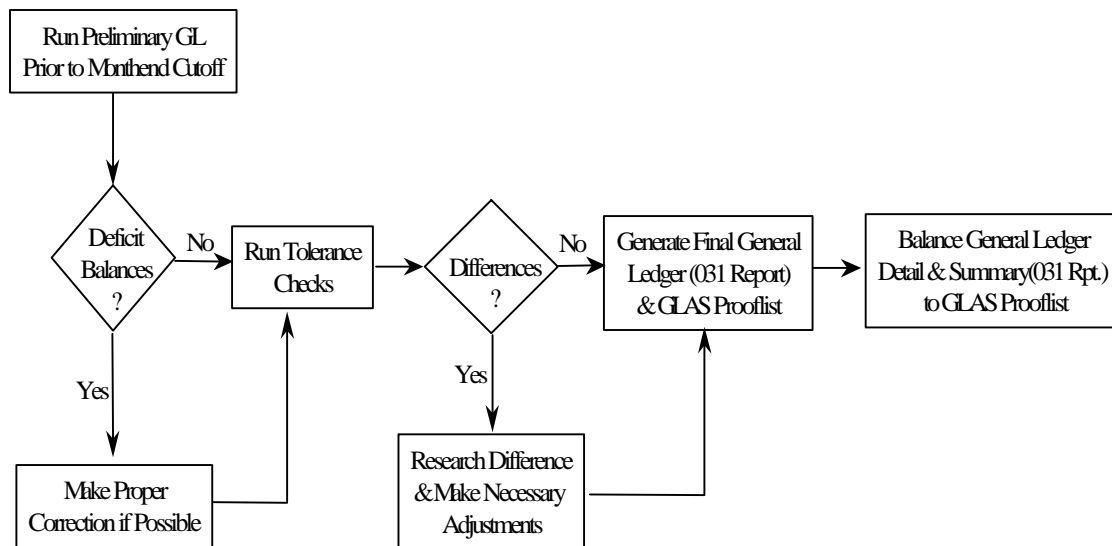
11. FLOW DIAGRAM

None.

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ATTACHMENT

Generate General Ledger*



*Follow same process for monthly, pre-closing, and post-closing general ledgers.

02/15/2000

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